



DEPARTMENT OF THE NAVY NON-APPROPRIATED FUNDS
FLEET & FAMILY READINESS PROGRAM

VACANCY ANNOUNCEMENT

ANNOUNCEMENT # 20100426

POSITION : WAITER NA-01

LOCATION: THE CLUB

SALARY: \$10.66

LOCATION: JB BOLLING-ANACOSTIA

OPEN: 26 APRIL 2010

CLOSE: OPEN CONTINUOUS

AREA OF CONSIDERATION: ALL SOURCES

☐ Regular Full-Time (35-40 Hours Per Week) ☐ Regular Part-Time (20-34 Hours Per Week)

☒ Flexible Schedule (0-40 Hours Per Week)

Submit required forms OF-612 AND OF-306 (forms available for download on

<https://www.cnic.navy.mil/ndw/Jobs/index.htm>

To: Fleet and Family Readiness Program, ATTN: Human Resource Office, 12 Brookley Ave. Ste. 108, Washington, DC 20032. A résumé may be included with the required forms, but not instead of the OF-612 and OF-306. Please Direct Inquiries to: (202)767-5206

DUTIES AND RESPONSIBILITIES:

Performs “behind-the-scene” food and beverage service functions, together with related housekeeping activities such as the following: Secures clean linen and appropriate glassware and silverware, depending on the particular menu, food and beverages to be served or on direction of the supervisor. Readies assigned groups of tables for food and beverages, ensuring dishes, glasses and silverware meet required cleanliness standards and linens and condiment containers are spotless. Prepares side tables with glasses, stirrers, napkins, silverware, ice and other extras that may be required during the meal or when beverages are served. Supplies back-up tables with such supplements as butter, ice, coffee, fruits, juices salads and breads. Refills food and beverage containers and performs emergency clean up services. Cleans tables and prepares them for new guests. May mop, wax and buff floor in assigned area. May perform other related cleaning duties such as washing dining area, bar and lounge windows and cleaning entryway. Performs other related duties as assigned.

QUALIFICATIONS:

Knowledge of proper food handling and sanitation techniques. Knowledge of proper table setting techniques. Ability to follow oral instructions; performs routine manual tasks involving few steps. Must have an understanding of personal hygiene standards. Must be able to walk or stand for prolonged periods of time. Must be able to reach and handle items weighing up to 10 lbs. Must be able to obtain a valid Health Card. Must be able to obtain access to base computer system if applicable.

Note: All applicants must address the qualification requirements on your resume/application. If all required qualifications are not sited on your resume/application you will be disqualified.

Some positions have special requirements. In these cases selection is tentative pending satisfactory completion of these requirements. Applicants may be required to provide proof of education, etc.

As a condition of employment, the selected individual will be required to participate in the Direct Deposit/Electronic Fund Transfer program.

Spouses of active duty military members of the Armed Forces may receive preference in hiring under this announcement if they are among the best qualified referred and are within reach of selection. Please clearly identify in your application that you are asking for spouse preference and submit a copy of current PCS orders. **Failure to submit current PCS orders with application will prevent spousal preference from being granted.**

The Department of Navy is an Equal Employment Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, religion, sex, national origin, age, disability, marital status, political affiliation, sexual orientation, or any other non-merit factor.

The Department of the Navy provides reasonable accommodation to applicants with disabilities. Applicants with disabilities who believe they require reasonable accommodation should contact our Human Resource Office to ensure that the Department of the Navy can consider such requests. The decision to grant an accommodation will be made on a case-by-case basis.